

*[Signature]*

TO : Executive Officer  
RE : White House Details, et al

We have nominated for the Mail Analyst Job at the White House, [REDACTED] STATINTL  
[REDACTED]. Mr. Rogers wants her to be interviewed first by Miss Marguerite Mondlock, Chief of White House Mail. In Lydia's absence, I have asked [REDACTED] to send [REDACTED] STATINTL  
[REDACTED] to the Executive Office Building for an interview by Miss Mondlock at 2:30 on 15 August. Mr. Rogers will then contact you to say whether this is for [REDACTED] or not. STATINTL

Jim will be on leave from 17 August to 8 September (he's taking an overseas vacation), and we will, of course, deal with Miss Robb during his absence.

Effective 1201 a.m. on Sunday 14 August, the White House telephone numbers will go from three digits to four digits. The code will remain the same, i.e., 145. They think that their new extension will be 2260.

1,66  
[REDACTED] STATINTL

PL file - Subj & Fil  
PR - 29 Aug